



Company Registration No: 52947620K
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Entertainment Booking Form 2015

Clients Name:			
Residential Address:			
Home Tel:	Hp:	Email:	
Birthday Child's Name:		Age:	D.O.B:
Party Date:		Party Venue:	
Entertainment Time Slot from: _____ to: _____	Decorations / Equipment Ready by: _____ Take down at: (**) _____		Keys/ Room avail at: _____ Hand back room by: _____
Theme:		Entertainers Costume:	
Approximate number of children: (*)		Age range:	Girls/Boys:
How did you find out about us?			
PACKAGES			
Basic Package (1hr) @ \$400.00 (*)		(a few games for giant bubbles add on \$50.00)	
Standard Package (1½ hrs) @ \$500.00 (*)		(exchange crafts for giant bubbles add on \$50.00)	
Deluxe Package (2hrs) @ \$600.00 (*)		(exchange crafts for giant bubbles add on \$50.00)	
• (*) 30 or more kids a minimum charge @\$50.00 will be incurred		\$	
• 2nd Costumed Character / Games Master @ \$250.00 (1hr), \$300 (1.5hrs), \$400 (2hrs)		\$	
Giant Bubble Party (1hr) outdoors only @ \$350.00 (*)		inc 6 bubble stations	
		Additional bubble stations @ \$25.00 each	
MAGIC BUBBLE SHOW (45 mins) @ \$500.00 / \$550.00		(dry ice bubbles) Time Slot:	
• Balloon Twister @ \$150.00 for 1 st hr - \$50.00 for additional 30 mins		Time Slot:	
• Caricaturist @ \$220.00 for 1 st hr - \$80.00 for additional 30 mins		Time Slot:	
• Face Painter @ \$150.00 for 1 st hr - \$50.00 for additional 30 mins		Time Slot:	
• Glitter Tattoo Artist @ \$170.00 / Nails Art @ \$230.00 for 1 st hr		Time Slot:	
HIRE OF DECORATIONS (regular function room) @ \$250.00		(inc 30 non-helium balloons) (2 hours to install)	
o Void Deck / Ballroom / Tentage / Combined Decorations – mix 2 full themes together		@ \$350.00 (inc 40 non-helium balloons) (requires 3 hours to install)	
Helium Balloons – standard latex @ \$1.40 ea (with ribbons)		_____ x balloons = \$	
Silver/gold metallic latex @ \$1.60 each (with ribbons)		_____ x balloons = \$	
Colours: _____		(waived if booking tables) Delivery Fee of \$25.00 \$	
Disco Equipment			
• Astro Ball Disco Light @ \$50.00		\$	
• Bubble Machine (approx. 1 hour continuous usage) @ \$50.00 (Additional liquid for bubble machine @ \$25.00 1lt)		\$ / \$	
• Kaleidoscope Disco Light @ \$30.00		\$	
• Smoke Machine @ \$50.00		\$	
• Snow Machine - @ \$150.00 (inc liquid for approx. 1hr usage)		\$	
Kids Tables & Stools			
Round Set = 1x 3ft round Table with 6 Stools		@ \$30.00 x _____ sets \$	
Rectangle Set = 1x 4ft x 2ft Rectangle Table with 6 Stools		@ \$35.00 x _____ sets \$	
		_____ additional kids stools @ \$4.00 each \$	
Adult Table 150x75cm @ \$10.00 each / Adult Stools @ \$3.00 each		_____ Adult Tables / _____ Adult Stools \$	
(***) Late Hire decorations/ equipment after 8pm @ \$15.00 per hour or part thereof		\$	
Party Bags @ \$4.00 per bag (fabric bag w. sweets, jellies, mask & party popper)		X bags = \$	
Hire of iPod Nano & speaker system (during entertainment only) @ \$50.00		\$	
Delivery fee (for all equipment) @ \$50.00		\$50.00	
Sentosa Entrance Fee @ \$10 per staff/vehicle entry		\$10.00	
Total Fee		\$	
Deposit		\$200.00	
Balance		\$	

Payment Details:- ATM, Internet Transfer or crossed cheque into either:
 OCBC Acc No: 666-324181-001, acc name: 'Fantasy Parties' (branch no. 666, Sixth Avenue)
 DBS Auto Save Acc No. 063-008308-9, acc name: 'Caroline Cornelius-Jones' (branch no. 063, Holland Village)
 (please email or sms us the transaction date & time)

To help your party run more smoothly, please provide us with the following:-

1. Games Area
 - Please have a cleared area for games at least 3-5m square.
 - For outdoor parties, please also provide a cover area for games, just in case of rain or very hot weather.
2. CD player/sound system.
 - **Please provide a CD player for our use, or hire our i-pod nano & speaker system @ \$50.00.**
 - Please arrange for this to be close to the games area, not hidden in a corner with difficult access
 - If this is at a club, please arrange for a cordless microphone too.
 - For out door parties we'll need a power point.
3. Tables & chairs
 - Please provide 2-3 tables for the craft activities (alternatively children can sit on the floor)
 - Please place these to one side of the games area, or another area/room close by
 - These can be low or regular sized tables
 - These can be cleared after the 1st half hour, to double-up as eating tables.
4. Time Lines
 - Mingling (30 minutes)** – meet & greet, photo session & cake cutting only
 - Basic Package (1 hr)** – 1 hour of games only, including Cake Cutting in the last 10 minutes
 - Standard Package (1.5 hrs)**
 - 30 minutes of craft activities, followed by 1 hour of games, including Cake Cutting in the last 10 minutes
 - Deluxe Package (2 hrs)**
 - 30 minutes of craft activities - 30/40 mins of games - 15/10mins for snack/food break - 30 mins of more games
 - 10 mins for Cake Cutting
5. Swimming Parties, Survivor/ Fear Factor Parties
 - Please advice children to bring their swimming costumes, towels and goggles
 - Or wear old clothes & slippers
 - We require a power point for the electric pump to blow up the inflatable pool equipment.
 - We entertain for a continuous period; any breaks are included in that time slot.
 - If you require us to entertain for a longer period, please advise us so we can let you know the additional fee.
 - If your venue is a Club that requires a guest list for security reasons, please include our names too.
6. **Decorations Package** – 1.5hrs-2 hrs to install (including 30 colour non helium balloons) & 30-45 minute to take down at the end
 - Please note that all our decorations need to be fixed to walls or tied to columns, railing, pillars etc, as none are free standing.
 - We use masking tape, blue tack, pins/safety pins and/or string to fix decorations.
 - Please note that we cannot guarantee fixing of decoration on outside walls due to the humidity.
 - We can install hooks, but take no responsibility for their removal.
 - We can use carpet tape (cloth tape) to help hold on damp walls or in humid conditions if regular tape isn't strong enough, however we will take no responsibility if the tape damages any surface.
 - We require a power point for our electric balloon pump
 - **Please provide us with a ladder tall enough to install your decorations and equipment.**
7. Outdoor Venues
 - Please note that paper or card decorations can not be use outside and only posters that have been hot laminated may be use.
 - We cannot substitute any card items with others – so this might reduce the number of your decorations.
 - The charge for any items damaged by water will be deducted from the deposit.
8. Disco Equipment
 - Operating demonstration will be given
 - All equipment to be operated by adults ONLY
 - No children may touch or play with equipment

Terms & Conditions:

1. **To confirm our services please fill in and return this booking form together with the deposit.**
2. **This constitutes acceptance of our terms & conditions and forms a binding contract.**
3. **Payment**
 - **Payment is to be made out to 'FANTASY PARTIES'**
 - **Payment shall be made on the following terms.**

DEPOSIT : To confirmed & secure our services a non refundable deposit of **\$200.00** is to be paid to **'Fantasy Parties'**.

BALANCE: The balance is to be paid on the day of the event in cash or cheque to **'Fantasy Parties'**.
If not, late payment charges will apply.

LATE PAYMENT CHARGES: Later payment charges of \$50.00 per week may be applied if payment is late.

CANCELLATION : In the event of cancellation the deposit may be forfeited.

"Entertaining your kids so you don't have to!"